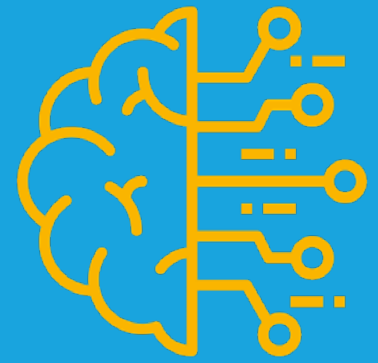


Superhuman writing with AI

Course for individuals

Live online

**Who is it for?**

Anyone new to writing with AI who wants a thorough introduction to getting the best from it.

Delivery

Live online

Course length

Two hours

Pricing

£300+VAT

+44 (0)1273 732 888

info@writing-skills.com

Participant numbers

Our scheduled courses run in groups of up to 12 attendees. Ideal for training just one or two of your people, or to try our training before bringing it in-house.



AI tools offer both great opportunity and risk. Getting the best from the bots depends on playing to their strengths – and your own.

Love AI or hate it, there's no denying its power. And getting to grips with it is fast becoming *the* must-have skill.

Tools like ChatGPT and Copilot can supercharge your efficiency and make you a stronger writer than ever. But they can also generate bland, biased and even factually inaccurate text. Careless use can even raise ethical questions and put your data security at risk.

Balancing human and machine

In the age of the bot, the human has never mattered more. There are still things real people do *better*. The secret lies in getting the balance right – so that you and this powerful tool become the perfect team.

This short, practical session provides an intensive and engaging introduction to writing with AI. Whether you're AI-curious, AI-sceptical or AI-downright terrified, discover how to balance the efficiency of the machine with the irreplaceable impact of the human touch.



'Thank you – great.
Two hours well
spent.'

John Eastgate – Chief
Commercial Officer, Redwood
Bank

Live online training

We run this course remotely, creating an interactive and engaging online classroom experience. That means you can attend from anywhere. All you need is a computer, a headset and stable internet access.

Learning online is always going to be different from learning in person. So we've designed our remote sessions with these differences in mind, to ensure you still get the same levels of activity and attention as in our face-to-face training.

Why it works

- ✓ Small-group training ensures each attendee gets individual attention.
- ✓ Use of breakout rooms, live polling and activities, shared whiteboards and other tools creates an interactive and collaborative experience.
- ✓ Practical exercises under expert guidance mean you quickly start applying and practising the learning in this intensive, supported session.

What you'll discover

On this training, you will find out how to:

- ✓ identify the best uses for AI in your writing
- ✓ get comfortable with the range of tools available (and how they work)
- ✓ create effective prompts with confidence
- ✓ recognise the strengths and weaknesses of working with AI
- ✓ turn it into your own personal editor, to make your documents and messages more readable
- ✓ address ethical and data protection concerns
- ✓ avoid and spot AI-generated errors
- ✓ harness AI to research and better understand your audience
- ✓ use it to summarise complex information with ease.

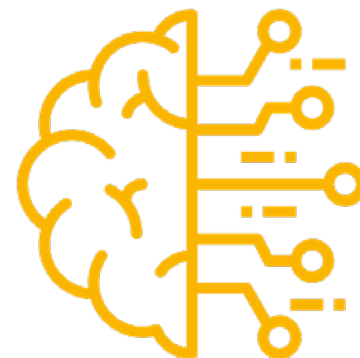
Trusted by over 1,000 organisations worldwide, including:



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10.00

Introduction

- ☑ Welcome

Human vs AI writing

Understanding AI tools

- ☑ Key features of top tools: ChatGPT, Copilot and more
- ☑ An intro to LLMs

AI strengths, weaknesses and use cases

- ☑ Limitations of AI
- ☑ Where AI excels
- ☑ Best ways to use AI

Managing AI risks: ethics, data and environment

10.55

Break

11.00

Prompting with confidence

- ☑ The elements of an effective prompt
- ☑ Reiterating and refining
- ☑ Practise prompting

Using AI at every stage of the writing process

Summarising and analysing with AI

Ensuring quality and accuracy

- ☑ Common issues in AI-generated text
- ☑ Editing your writing with AI
- ☑ Prompting AI to proofread

11.55

Bringing it all together

Optional extras

Comprehensive e-learning

Step up your writing skills with instant access to one of our engaging, self-paced online business-writing courses.

Live trainer-led writing courses

Or join a trainer-led course: learn best practice and practical techniques for high-impact writing. Includes individual writing analysis for targeted improvements.

Get in touch to discuss
your course today

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Email: info@writing-skills.com